



## Community Museum Train Annex Ad Hoc Committee

### Mission, Goals and Constraints

The City of Gaithersburg is proposing to renovate the Rolling Stock (train cars) directly outside of the Community Museum. This project will include the following work:

- Renovation of the locomotive and tender, including painting and rust abatement;
- Renovation of both the exterior and interior of the troop/kitchen car. Renovation will allow the City to utilize the spacious interior of this car for additional museum displays/exhibits.
- Replacement of the existing caboose with alternate car;
- Installation of an HVAC system or other climate control electrical system in the troop car (necessary to protect the historic artifacts that would be part of the expanded museum exhibits)
- Expansion of the decking to allow for handicap access to the troop car;
- Installation of benches, decorative and security lighting, landscaping and other plaza amenities.

The City of Gaithersburg, as the project sponsor, wishes to create an Ad Hoc Committee to facilitate several of the project objectives. The Ad Hoc Committee mission shall be:

- Assist City staff in development of proposed exhibit space to be housed in the renovated Troop Kitchen Car.
- Research and offer recommendations on source of supply for replacement parts, materials and/or labor effort required for the refurbishing of the locomotive engine and coal tender.
- Research and offer recommendations on source of supply for parts, equipment, display cases, labor effort, etc. for use in the Troop Kitchen Car interior display area.
- Research and offer recommendations on availability, cost, condition, and renovation effort of replacement car (to replace caboose). Replacement car should be in sound, stable condition and require minimal renovation effort.
- Explore resource opportunities to assist with the funding of Museum Annex renovations and establishment of exhibit displays.

It is anticipated that the Committee members will serve for approximately 4 – 6 months. During that time effort will be concentrated on the following goals:

- (1) Troop Kitchen Car Exhibit Space: Committee shall prepare recommendations for layout of the exhibit space within the renovated Troop Kitchen Car: This car shall serve as an annex to the Community Museum and shall accommodate placement of various exhibits from the Community Museum inventory, and/or “visiting” exhibits. The layout of the exhibit space shall consider permanent displays as well as rotational or variable displays. Utilization of available floor space, wall space and other creative display methods are encouraged. A preliminary diagram from the Montgomery College Architectural Technologies Practicum may be available as a starting point for planning.

- (2) Replacement of Existing Caboose: Evaluation of the caboose by the Strasburg Railroad consulting staff determined that the deterioration of the car was far more extensive than anticipated. The estimated cost for renovation, to make the car acceptable for open display, was financially prohibitive. The City proposes replacing the caboose with another car. The Committee is asked to research and offer recommendations on availability, cost, condition, and renovation effort of a replacement car. While the appeal of the caboose is strong, the City may consider replacement with an alternate car (other than a caboose), if compelling justification can be offered. Replacement car should be in sound, stable condition and require minimal renovation effort. Committee shall consider all costs associated with acquisition of replacement car (i.e. purchase, delivery, transportation, renovation, etc.).
- (3) Facilitation of Renovation Efforts: While the City has been awarded a generous grant for the project, renovation costs are only estimated. The Committee is asked to research and offer recommendations on source of supply for replacement parts, materials or labor effort needed for the refurbishing of the locomotive engine, coal tender, and troop kitchen car.
- (4) Complimentary Resources: The Committee is encouraged to explore resource opportunities to assist with the fiduciary demands of Museum Annex interior renovations and establishment of exhibit displays: The Committee is asked to offer recommendations on potential funding sources or service-in-kind opportunities that may offset the overall cost of the project. The current budget, including the grant funds, does not include the interior “fit-up” or display space of the troop kitchen car. Funding assistance shall be coordinated through the Gaithersburg Historic Association.

While the project encompasses many opportunities, it also brings several constraints:

- The Ad Hoc Committee shall work within the guidelines of the project description included in the Transportation Enhancement Grant Application, the 30% design plans, and the recommendations provided in the Strasburg Railroad report.
- The focus of the Committee shall not deviate from the mission and goals herein established. This project is considered a renovation of the existing train cars; to create a static display, *representative* of train equipment of the era. The project is **not** considered to be a restoration – museum quality or otherwise. The engine and coal tender are not intended for reinstatement to service.
- This project is intended to provide an educational interpretation of the railroad’s importance as a component of the comprehensive history of Gaithersburg. The Committee is reminded that this is a Community Museum project, and as such it shall encompass all aspects of the community heritage.
- The budget for the renovation work is fixed. It addresses the exterior renovation of the troop kitchen car to make the car usable as a museum annex space, renovations of the engine and coal tender to make them stable and inhibit further deterioration, an allowance for the replacement of the caboose, and specific modifications to the deck platform, landscaping, and hardscaping. The budget does not address interior renovations or display enhancements to the troop kitchen car. The Committee shall work within the established budget, with regard to the renovation effort as described herein.



Community Museum Train Annex Ad Hoc Committee  
Mission, Goals and Constraints  
Page 3

- The Ad Hoc Committee shall meet at least once a month. The following is a tentative schedule.
  - First Action Meeting: Wednesday, March 8, 2006
  - Second Action Meeting: Wednesday, April 5, 2006
  - Third Action Meeting: Wednesday, May 3, 2006
  - Fourth Action Meeting: Wednesday, June 7, 2006
  - Presentation to Council: Monday, July 17, 2006

Additional meetings may be scheduled as needed. Prospective members are encouraged to indicate if there are particular days/dates on which they are not available to meet. The overall term of the Committee may be extended only as absolutely necessary. A final schedule will be determined after appointment of members is confirmed.
- The Ad Hoc Committee will meet at the Community Museum at 7:30 PM on the appropriate meeting dates. A maximum of two hours has been allocated for each meeting.
- Individuals interested in serving on this committee shall submit a letter of interest and resume to the Mayor and City Council, 31 South Summit Avenue, Gaithersburg, Maryland 20877. Letters and resumes must be received by 5 p.m. Tuesday, January 31, 2006. Appointments are expected to be announced at the February 21, 2006 Mayor and Council session.

For additional information, please contact the City's Cultural Arts Director, Denise Kayser, at 301-258-6394 or at [dkayser@gaitHERsburgmd.gov](mailto:dkayser@gaitHERsburgmd.gov).